

South Snohomish LPA 2006 WorkFirst Local Comprehensive Evaluation Plan

1. Please list the local DSHS, ESD and CTC agency partners that will be participating in the CE process in your local area (i.e. specific CSO(s), WorkSource site(s) and CTC(s)). Partners participating in the South Snohomish CE process will be: Alderwood CSO, Edmonds Community College, Cascadia Community College, Employment Security/WorkSource Lynnwood and Service Alternatives. In addition, other partners in the LPA participated in initial development with line staff from partner agencies participating in completion of the final document. Other LPA partners include TRAC Associates, Division of Child Support, Snohomish County Human Services, Refugee and Immigrant Services Northwest, Snohomish County WorkForce Development Council and Goodwill Industries.
2. Describe how child care and needed support services will be handled at the time of application (Positive Prevention Services) to help ensure that parents can participate in the CE process without delay. Those individuals applying for TANF who walk into the office will have Positive Prevention Services provided by the TANF Screener at that time. These services include:
 - A discussion of Diversion Cash Assistance to determine if this might be an alternative
 - Screening for Child support and if appropriate a referral to the on-site DCA staff person
 - A discussion of WCCC, BF and Medical to determine if these supports might enable the individual to avoid TANF
 - A discussion of the WCC application process with a request to complete the application and begin the search for a provider. This will enable the individual to be prepared to have WCCC processed at the time of the Intake appointment and childcare in place once the TANF application is approved and the CE process begins. Child provider resource information will be provided at this time. Once the WCCC application is received it will be stamped "CE" in order to ensure it is expedited.

For individuals who mail in an application or submit an on-line application, we will send information about DCA and a WCC application to be completed and a request to begin researching a provider with the appointment letter. The WFPS will complete the Intake interview and will cover the Positive Prevention Services outlined above.

3. Describe where each of the CE elements -- listed above and in the standards -- will be conducted (e.g. CSO, WorkSource, college, other).
 - The Foundation will be completed in the CSO by the WFPS.
 - The Educational Assessment will be conducted by either Edmonds or Cascadia Community College on-site in WorkSource Lynnwood. This is in the same building as the CSO.
 - The Work Skills Assessment and the Employment Plan will be conducted and completed on-site in WorkSource Lynnwood by ESD/WF staff.
 - The plan review and development of the IRP by the WFPS with the client will take place in the CSO.
4. Describe how each element of the CE will be conducted (e.g. individual interview, group process, group or individual testing etc.)
 - The Foundation Evaluation piece of the Comprehensive Assessment will take place in an individual interview with the WFPS at the time of the Intake interview and development of the initial IRP. Based on the answers to those foundation questions, the WFPS will determine with the TANF parent if there are any urgent issues that require assessment by the WF Social Worker as a part of the CE process. If so they will be referred to the WF SW for assistance in addressing those urgent issues. Once those urgent issues have been resolved, the TANF parent will be referred back to the WFPS to begin the rest of the CE process.

- Those TANF parents who do not have urgent issues (or those who have resolved the issues) will be referred to Employment Security to begin the Employability Evaluation. ES WF staff will initially offer the Employability Evaluation on Monday and Thursday beginning at 1 p.m. each day. To accommodate scheduling, the ideal number of customers per session is 8; and 10 is the maximum; referral limit is 15 per session. ESD is using CT CHOICES for CE to assess/evaluate Work Values, Interests and Abilities. This portion of the Assessment will be done on group basis
 - The following morning, the colleges will conduct the CASAS appraisal plus a learning disability screening in a group setting. This will also be done on a group basis. Participants who are not appropriate candidates for CASAS assessments (already have college degree, etc.) may be referred to the colleges campuses for COMPASS or ACCUPLACER assessments if they will be entering an educational component
 - Immediately following the CASAS assessments, parents will meet with an ES and a Community College staff person. (Parents will be scheduled in "blocks of time" so, if necessary, they can leave WorkSource and return at their scheduled time). During this one-on-one appointment, ES and Community College staff will review the results of the CASAS as well as CT CHOICES and review employment history, work availability, labor market information, educational status, living situation, childcare, legal status, medical issues, transportation, learning style and other work related concerns which could be a potential barriers to obtaining or maintaining employment. ES and College staff will inform the TANF parent of the options available in WorkFirst such as Paid Employment, Job Search Preparation/Job Search, CJST/HWHD, Vocational Education, Basic Education and Community Jobs. Based on all of the information gathered during this process, including input from the parent, ES will develop the Employment Plan and make recommendations to the WFPS. The College (either Cascadia or Edmonds) will document the CASAS scores in e-JAS as well.
 - Immediately following the meeting with the College and Employment Security, the TANF parent will meet with a WFPS to develop the IRP.
 - In the event that the TANF parent no-shows for any piece of the CE process, the partner responsible for that piece will contact the client to reschedule. If the client no-shows twice, they will be referred back to the WFPS for follow-up.
5. **Describe how your local CE process will meet the completion time frame standards (an average of 10 work days to complete CE and no more than 30 calendar days from TANF application to participation in a pathway activity).**
- The CE cycle will take place twice a week, and each cycle will take two days to complete. The LPA hopes that by offering the CE twice a week, parents will have ample time to complete the process within 10-day timeframe. Also, at the time of the Foundation interview, parents will be given a one-page instruction sheet detailing the CE process and expectations. The process will begin with the ES group assessments including CT Choices. The following day, the colleges will conduct CASAS appraisals and learning disability screening, followed by completion of the educational questionnaire and the joint interviews with college and ES staff. Immediately following the interviews, college staff will input CASAS scores and educational interview information into e-JAS and ES staff will input employment plan info e-JAS. A joint recommendation resulting from the interview will be made to DSHS staff via e-JAS.
 - For those individuals with emergent issues, the WFPS will refer the parent to the WF social worker immediately after the Intake interview. The social worker will do an assessment for those individuals that appear to have issues that would deter them from immediately engaging in WF activities. If necessary, appropriate referrals for DV, drug and alcohol treatment, or a medical or psychological

evaluation will be done. For pregnancy pathway persons, a First Steps assessment will be done, and a referral back to the WFPS will be done unless there are issues that risk the health of the person.

- When a deferral is done an Alert will be set to follow up on the status of the emergent situation within 7 days. Also, the component in e-JAS will be set for the minimum time anticipated for the issue to be resolved to the point that the person can complete the CE. The case will be reevaluated at this time, and referral made if appropriate. Otherwise another alert will be established.

6. Does your local area intend to include “enhancements” to the CE process beyond the required minimum standards (i.e. Family Literacy, soft skills, Dependable Strengths)? If yes, please describe your plans.

The South Snohomish LPA offers a variety of “enhancements” to the CE process, although these enhancements usually take place outside of the 10-day CE period. These enhancements are available to all TANF recipients, regardless of component, and include:

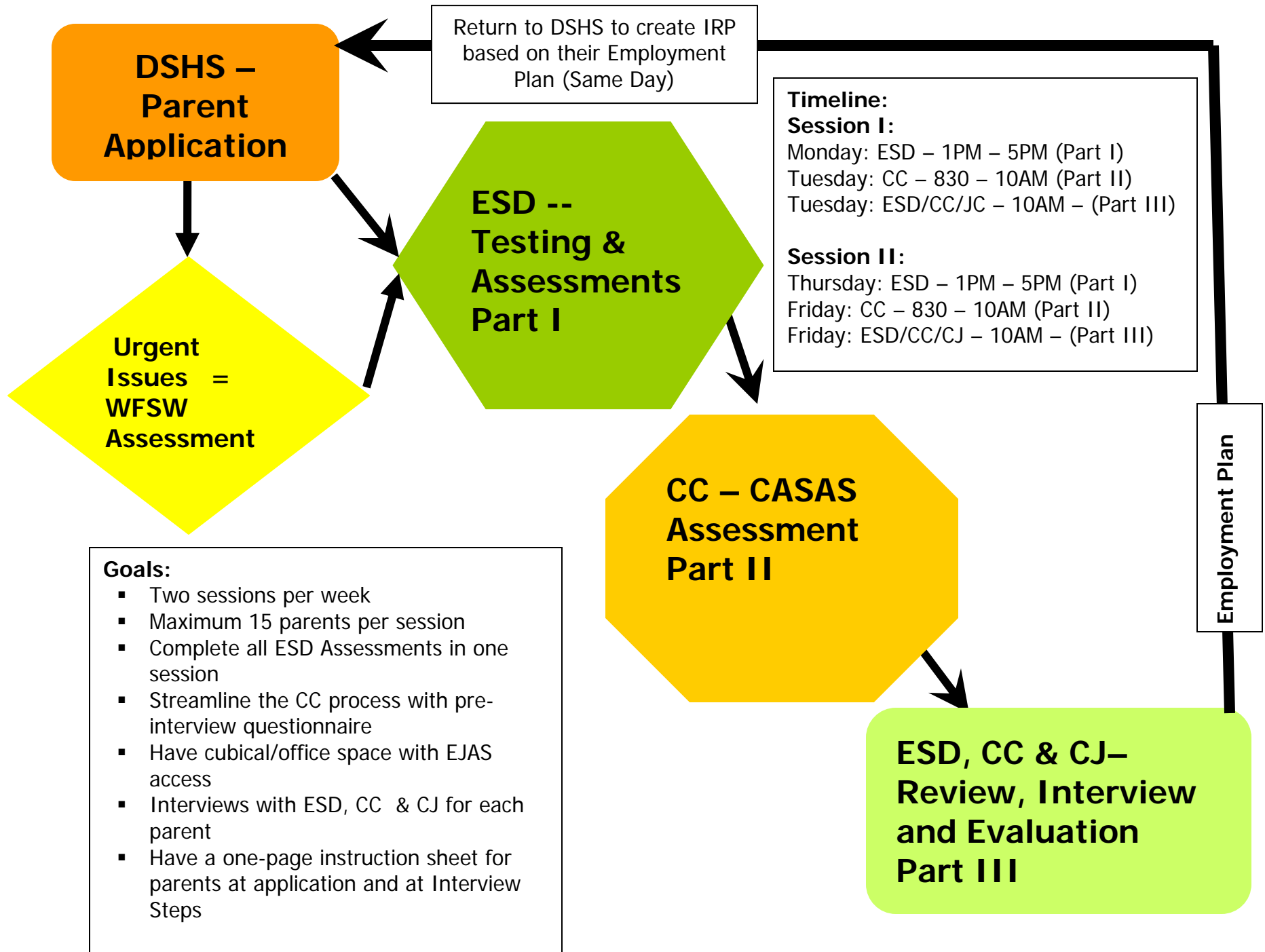
- Dependable Strengths sessions offered monthly by LPA partner staff.
- Soft skill module classes (Time Management, Work Ethics, Communication, Independence, and Critical Thinking) offered monthly by LPA partner staff.
- On-site Computer Literacy classes offered monthly by Edmonds Community College.
- On-site open-entry/open exit full-time GED program offered on-site at the Alderwood CSO by Edmonds Community College

7. Describe how line staff will communicate and coordinate during the CE process.

- ESD and CC line staff will emphasize communication and coordination by conducting joint interviews with parents. Parent involvement with options discussed will drive final recommendations to DSHS staff.
- ESD, CC, and CSO WF staffs are all on-site in one building for the CE process, so that communication can be done on an immediate basis. In addition, staffs from partner agencies communicate on an almost daily basis.
- In the event that there are differences of opinion regarding the appropriate pathway, a case staffing will be scheduled with appropriate partners and the individual.

8. How will your local partnership pro-actively address challenges during CE start-up and on-going phases?

- LPA partners and line staff will meet two weeks following the initiation of the CE process to discuss issues and make recommendations for improvements. Thereafter, LPA staff will continue to address the CE process at its monthly meetings and will request meetings with line staff as needed to improve the process further.



South Snohomish County LPA
Comprehensive Evaluation Plan
Signatures

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